

Date

ROUTING AND TRANSMITTAL

Approved For Release 2003/08/13 : CIA-RDP84B00890R000800080045-5

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1. ADDA	<i>AK</i>	3-5
2. DDA	<i>MDA</i>	3/6
3. <i>file w/DDA 51-0460</i>		
4. <i>training -6</i>		
5.		

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As Requested	For Correction	Prepare Reply
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REMARKS

Max:

You asked for a schedule showing the management week in the Midcareer course.

In answer to the question "How well did Phase I, management training, accomplish the objectives?" the students ranked it at 4.3 on a 1 to 7 scale.

says that inclusion of management training in the Midcareer is currently under review.

Marie
Marie

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FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

EO/DDA

5041-102

SECRET

MONDAY, 26 JANUARY

25X1

25X1

0830-0900

Security Briefing

Security Officer,

25X1

PHASE I - Management: Theory and Applications

26 - 30 January 1981

Daytime sessions during the first week of Midcareer Course No. 75 will be conducted by Human Systems, Incorporated. The evening sessions will include guest speakers from the Agency who will focus on the management process in CIA.

The objectives of this first week are:

1. To expose the participants to the evolution of present-day management theory and practice.
2. To allow the participants to apply the skills of management through group and individual experiences.
3. To have each participant build a personal action plan for developing his/her own managerial style.
4. To understand the skills and practices of professional managerial behavior.

SECRET

SECRET

MONDAY, 26 JANUARY

[REDACTED]

25X1

0900-1200 Evaluation of Organizational
Theory

LUNCH

1300-1600 Interpersonal Skills

Interpersonal Competence
Individual and Group
Communication

DINNER

1900-2100 Evening Session - [REDACTED]

Management in CIA

25X1

Charles Briggs
Inspector General

Mr. Briggs will discuss the different management issues and styles he has observed during his career in the Agency. Some of these are common to all directorates; however, some issues are unique to a directorate and may foster a specific management style.

SECRET

SECRET

TUESDAY, 27 JANUARY

25X1

0830-1200

Conflict Resolution

Causes of Conflict
Managing Conflict

LUNCH

1300-1600

Leadership and Motivation

Situational Leadership
Developing Leadership Style
Motivating People and Groups

YOU HAVE THE EVENING OFF!

ENJOY YOURSELF

SECRET

SECRET

WEDNESDAY, 28 JANUARY

25X1

0830-1200 Situational Leadership (Continued)

LUNCH

1300-1600 Decision Making/Problem Solving
Force Field Analysis

DINNER

1900-2100 Evening Session -

25X1

Issue Selection and Class
Project Planning

Five project groups will each select an issue which they believe is important to the functioning of the Agency or the Intelligence Community. Each group will prepare a report on its views concerning the particular issue. The reports will be made available to the CIA Executive Committee.

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THURSDAY, 29 JANUARY



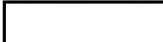
25X1

0830-1200 Force Field Analysis (Continued)
Group Presentations

LUNCH

1300-1600 Change and Coping with Change
 Causes of Stress
 Coping Strategies

DINNER

1900-2100 Evening Session - 

25X1

Personnel Management

Harry E. Fitzwater
Director of
Personnel Policy,
Planning, and
Management (OPPPM)

Mr. Fitzwater will discuss the personnel management system in the Agency and the degree of implementation of the recommendations made in the report prepared on Agency personnel management by the National Academy of Public Administration (NAPA). He also will describe briefly the Senior Intelligence Service pay system and the possible implementation of a new Merit Pay system for supervisory personnel in grades 13-15.

SECRET

SECRET

FRIDAY, 30 JANUARY

25X1

0830-1200

Personal Action Plan
Program Summary and Wrap-Up
Program Evaluation

LUNCH

25X1 1300

Depart

HAVE A GOOD WEEKEND!

See You Sunday at by 1700

25X1

SECRET